# **Do It Yourself (DIY) Degree Check**

When looking at the requirements for your degree, you must look at both the University Requirements **and** the Program Requirements as found in the Academic Calendar. You can use any Academic Calendar starting from the year where you were an active student registered in that program(s). See all [Academic Calendars](https://www.trentu.ca/registrar/academic-calendar/past-academic-calendars).

 “It is the responsibility of all students to familiarize themselves with the specific requirements for the degree or diploma which they seek. While advice and counselling are readily available, it is the students’ responsibility to ensure that the courses in which they register fulfill their degree and program requirements.”

Reference: [Trent University Academic Calendar 2022-202](https://www.trentu.ca/registrar/sites/trentu.ca.registrar/files/documents/TrentCalendar2021FINAL_online.pdf)3, page 3.

The DIY Degree Check is a guide. Each student scenario is different (i.e. you may have changed your path a few times with your major, option or specialization), so, only use this to gain a sense of what you still may need to complete or satisfy your degree and program requirements.

**How to complete your degree check:**

1. Complete the [University Requirements checklist](#_Section_1:_University) to ensure you are on track with all non-program related requirements.
2. Complete the [Program Requirement section](#_Section_2:_Program) to ensure that you are taking all of the courses needed for your program(s) - major, joint-majors, minors, specializations, streams, and options. **You will need your Academic Calendar for this section.**
3. Complete the [Summary](#_Section_3:_Summary), to clearly outline which courses and requirements are still needed to fulfill both the University and Program Requirements.

**Note: In order to complete your degree check, you will need your Academic Record**. You can find your Academic Record in your myTrent portal by selecting the “Academics” Tab and then clicking on the icon labelled “Unofficial Transcript.” This will have a record of all courses completed with their grades as well as the courses you are currently taking and are registered in.

Following your degree check, please refer to the [Next Steps section](#_Section_4:_Next) at the end of this document. If you have any questions or would like some clarification, please feel free to book an appointment with an Academic Advisor by going to [www.trentu.ca/advising](http://www.trentu.ca/advising)

## **Section 1: University Requirements Checklist**

* This Checklist applies to all degrees offered at Trent University.
* If you are in your first, second or third year of study, you may not have a lot of these requirements fulfilled. That is okay. This checklist is a guide to help inform you what requirements may need attention and be included in your plans going forward.
* Beside each requirement, note whether that requirement currently needs attention. If you are already meeting that requirement, you can mark that requirement as ‘N’ to indicate you do not need to address that in your current academic planning. If you are not currently meeting that requirement, you can mark that requirement as ‘Y’ to indicate you do need to address that in your current academic planning.
* You may find that as you progress through your studies whether university requirements need attention may change over time. For example, you may have indicated a requirement that involves a maximum number of credits did not need attention because you were not exceeding that maximum. If something has changed and you are now exceeding that maximum, this requirement now needs your attention as you continue your studies, so you would change the ‘N’ to ‘Y’. On the other hand, you may have indicated a requirement that involves a minimum number of credits needed your attention because you did not yet have enough credits to meet that requirement. If you have now completed that minimum number of credits for that requirement, you would change the ‘Y’ to ‘N’.
* It is helpful to update your DIY Degree Check after each academic term to reflect any changes and updates that have occurred. Carefully review your University Degree Requirements each time you are updating this document.

| Needs AttentionY/N | Current Count | University Requirements |
| --- | --- | --- |
| N | **5.0** | **Example University Requirement: a maximum of 7.0 credits at the 1000-level can count towards the degree**  |
|  |  | An Academic Status of Good Standing in your final year (cumulative average of 60% or higher) |
|  |  | At least 3.0 credits, with grades of 60% or higher, leading to majors in different discipline |
|  |  | A maximum of 7.0 credits at the 1000-level can count towards the degree |
|  |  | A maximum of 1.0 credit with a D grade (50-59.9%) in courses in a major or each joint-major or minor; not applicable to students enrolled in BScN (Nursing) or BSW (Social Work) |
|  |  | At least 0.5 credit from the [Approved Indigenous Course List](https://www.trentu.ca/indigenous/icr-course-list) (This requirement only applies to students beginning studies at Trent in the Fall 2018 term or thereafter). |
|  |  | Total credits required: * 20.0 Credits for an Honours Degree
* 15.0 Credits for a General Degree
 |
|  |  | Minimum cumulative average required for graduation:* 65% for an Honours Degree
* 60% for a General Degree
 |
|  |  | Minimum credits required at the 3000 or 4000 level:* 7.0 for an Honours Degree
* 8.5 for BScN
* 9.5 for BSW
* 4.0 for a General Degree
 |
|  |  | Maximum credits in a discipline that can count towards the degree:* 13.0 for an Honours Degree
* 8.0 for a General Degree

(Does not apply to BScN, BScFS, BSW, BBA or BESS)  |
|  |  | Minimum credits taken at Trent University: 10.0 for Honours, 7.5 for General |
|  |  | 5.0 of the last 7.0 credits must be taken at Trent University unless program notes stipulate otherwise |
|  |  | For B.Sc. (Science) degrees, 1.0 credit in Mathematics (excluding MATH 1001H, 1080H, 2081H, 2080Y) is required |
|  |  | Minimum number of science credits are required for a B.Sc. (Science) degree. The 1.0 MATH credit above can be included in this total:* 14.0 for an Honours degree
* 11.0 for a General degree
 |

## **Section 2: Program Requirements**

Notes:

* Using the [Academic Calendar](https://www.trentu.ca/registrar/academic-calendar/undergraduate-calendar) that you are following, copy your program requirements in the table below. Make sure you are copying from the section that suits your situation (**i.e.** single-major Honours, joint-major Honours, single-major General, joint-major General, minor)
* Majors, Minors, and Specializations can be found under the “Academic Programs” section of the [Academic Calendar](https://www.trentu.ca/registrar/academic-calendar/undergraduate-calendar). Options and the Medical Professional Stream can be found under the “Special Programs & Opportunities” section. The Teacher Education Stream can be found under the Education section.
* Degrees do not require you to have a specialization, minor, or option.

**Important:** In addition to using the program requirements below, please ensure that you are carefully reading and understanding the “Notes” section of your program(s) and the bullet points listed under your program in the Academic Calendar.

Steps:

* Paste your requirements under the appropriate section below. To paste and keep the formatting from the Academic Calendar, use the paste option “merge formatting (M)”
* Wherever the course code for the program requirement is not explicitly listed, be sure to write out the course codes for the credits you have completed in the chart below.
* Now you can cross out (e.g. ~~cross out courses)~~ that you’ve taken so that it is clear which courses are remaining. If you prefer using color, you can also use the highlight option in Word to highlight courses you have taken (in green), courses you are currently taking (in yellow), and courses you still need to take (in blue).

**Note:** The same course may not simultaneously satisfy the requirements of both programs in a joint-major degree unless program notes stipulate otherwise.

| **Program Requirements** |
| --- |
| **Major(s) Requirements:** |
| (Copy and paste major requirements from the Academic Calendar here) |
| (if applicable) **Joint-Major Requirements:** |
|  |
| (if applicable) **Specialization(s) Requirements:** |
|  |
| (if applicable) **Minor(s) Requirements:** |
|  |
| (if applicable) **Stream(s) Requirements:** |
|  |
| (if applicable) **Option(s) Requirements:**  |
|  |

## **Section 3: Summary**

* From your discoveries in Section 1 & 2, you can now outline all university requirements and program requirements remaining for your degree.

## **Section 4: Next Steps**

**Are you in your final year of studies at Trent University?**

If at the completion of this Degree Check form you have discovered you are on track to graduate, submit your application to graduate which can be found on myTrent under Academics, scroll to Forms and select “Apply to Graduate.” For more information about the application to graduate process, please refer to the Registrar’s Office website (<https://www.trentu.ca/registrar/records-registration/graduation>)

If you receive a response that your eligibility for graduation assessment is not approved, please book an appointment to review your degree check with an Academic Advisor by going to [www.trentu.ca/advising](http://www.trentu.ca/advising)

**Are you in your first, second, or third year of studies at Trent University?**

Great work on getting ahead on your degree planning!

At the completion of this degree check, did you realize that you need certain courses? Consult the Academic Calendar to read through course descriptions and make note of pre-requisites needed to ensure you are on track with course selection.

Make note of important dates and deadlines for course changes and withdrawals, in the **Important Dates section** of the [Academic Calendar](https://www.trentu.ca/registrar/academic-calendar/undergraduate-calendar).

**Are you considering a change of major?**

Whether you are declaring your major for the first time, or if you have already declared your major(s) and want to change it, you can use the ‘Change of Major’ form on myTrent to do so. This is the same location to declare a joint-major, minor, specialization and/or option. We encourage you to make an appointment with an Academic Advisor to discuss possible majors and to ensure you are meeting your degree requirements.

**Note:** The Change of Major form cannot be used for direct-entry, competitive programs which require an application. For more information about Alternate Offers and the steps to take to transfer into a capped program after your first year (or more) at Trent, please visit <https://www.trentu.ca/futurestudents/undergraduate/applicants/received-offer/alternate-offers>

How to find the Change of Major form on myTrent:

1. Log into your MyTrent account,
2. Click on the 'Academics' tab,
3. Scroll down to the 'Forms' heading. There you will see a 'Change of Major' button. Click on the 'Change of Major' button and fill out the form
	1. Select single-major or joint-major
	2. Choose from the options Honours degree or General degree
	3. (where applicable) Select Arts degree or Science degree
	4. Choose your desired program to load options for joint-major, minor, specializations and/or options.
4. If you wish to pursue a joint-major, minor, specialization or option, and the combination is not available on the form, please email records@trentu.ca

If you have any questions or would like some clarification, please feel free to book an appointment with an Academic Advisor by going to [www.trentu.ca/advising](http://www.trentu.ca/advising)